Your roadmap to success

The following pages are provided to assist you with your career progression.

The career paths display possibilities and steps to take to enhance your upward progression.

Each vertical 'ladder' links to the Requirements page for the description of the job series. Just click on any of the job titles in a ladder to find out more about that series. From the Requirements page, you can link to the Education and Experience Qualifications page and the Recommended Training page by clicking on the links in the top right corner.

At any time, you can click the links in the top right corner to return to the ladders or your previous page.

For more on the series descriptions, go to http://www.opm.gov/fedclass

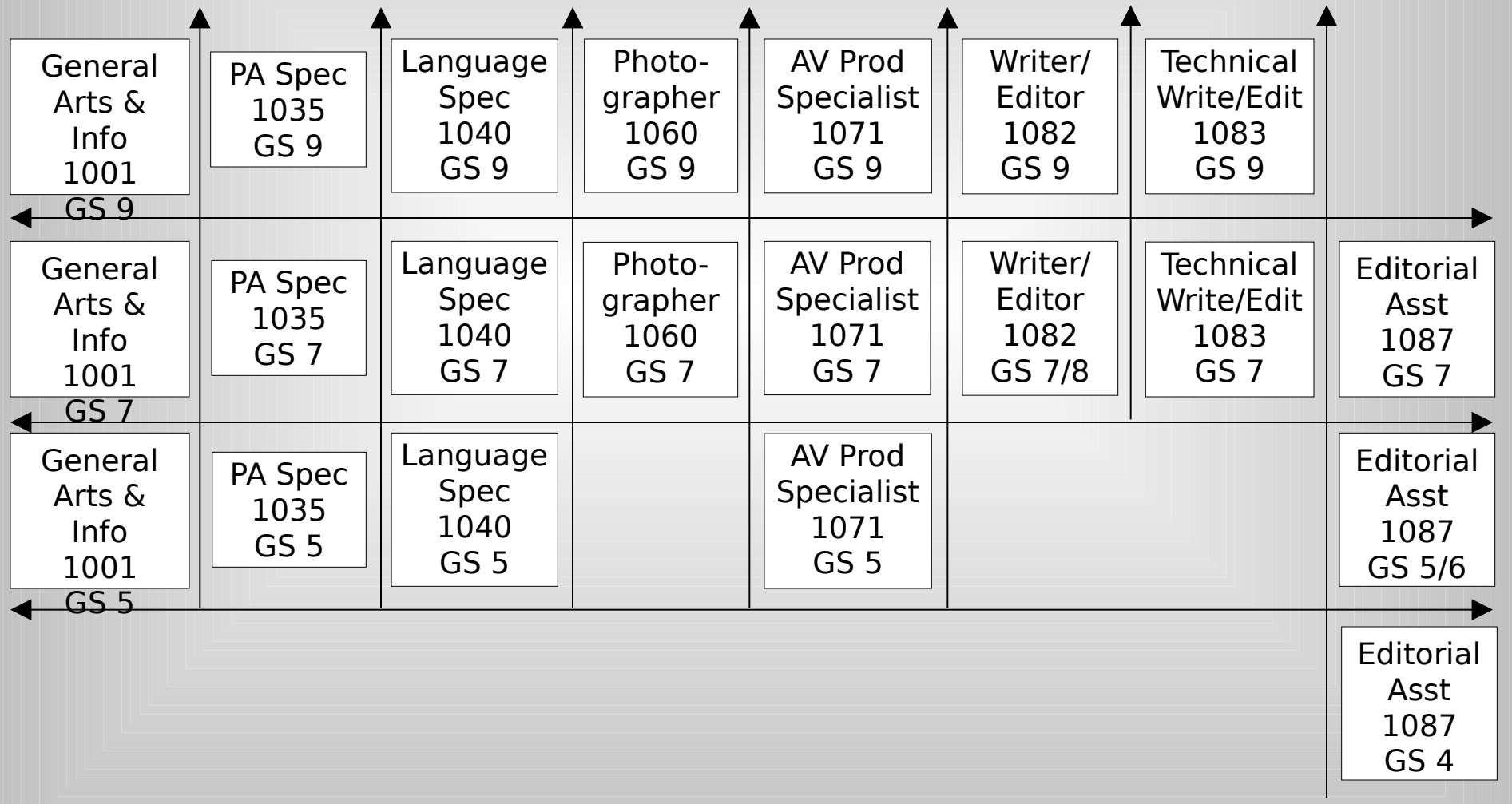
For more on series qualifications, go to http://www.opm.gov/qualifications

Civilian Community of Interest – Media and Public Relations

You may move horizontally or vertically from one series to any other series, if you meet the job requirements. Click on a position that interests you to discover career possibilities, requirements, and qualifications.

*All information based on OPM Standards

GS 11-15


General Arts & Info 1001 GS 9
PA Spec 1035 GS 9
Language Spec 1040 GS 9
Photo-grapher 1060 GS 9
AV Prod Specialist 1071 GS 9
Writer/ Editor 1082 GS 9
Technical Write/Edit 1083 GS 9
General Arts & Info 1001 GS 7
PA Spec 1035 GS 7
Language Spec 1040 GS 7
Photo-grapher 1060 GS 7
AV Prod Specialist 1071 GS 7
Writer/ Editor 1082 GS 7/8
Technical Write/Edit 1083 GS 7
Editorial Asst 1087 GS 7
General Arts & Info 1001 GS 5
PA Spec 1035 GS 5
Language Spec 1040 GS 5
AV Prod Specialist 1071 GS 5
Editorial Asst 1087 GS 5/6
Editorial Asst 1087 GS 4

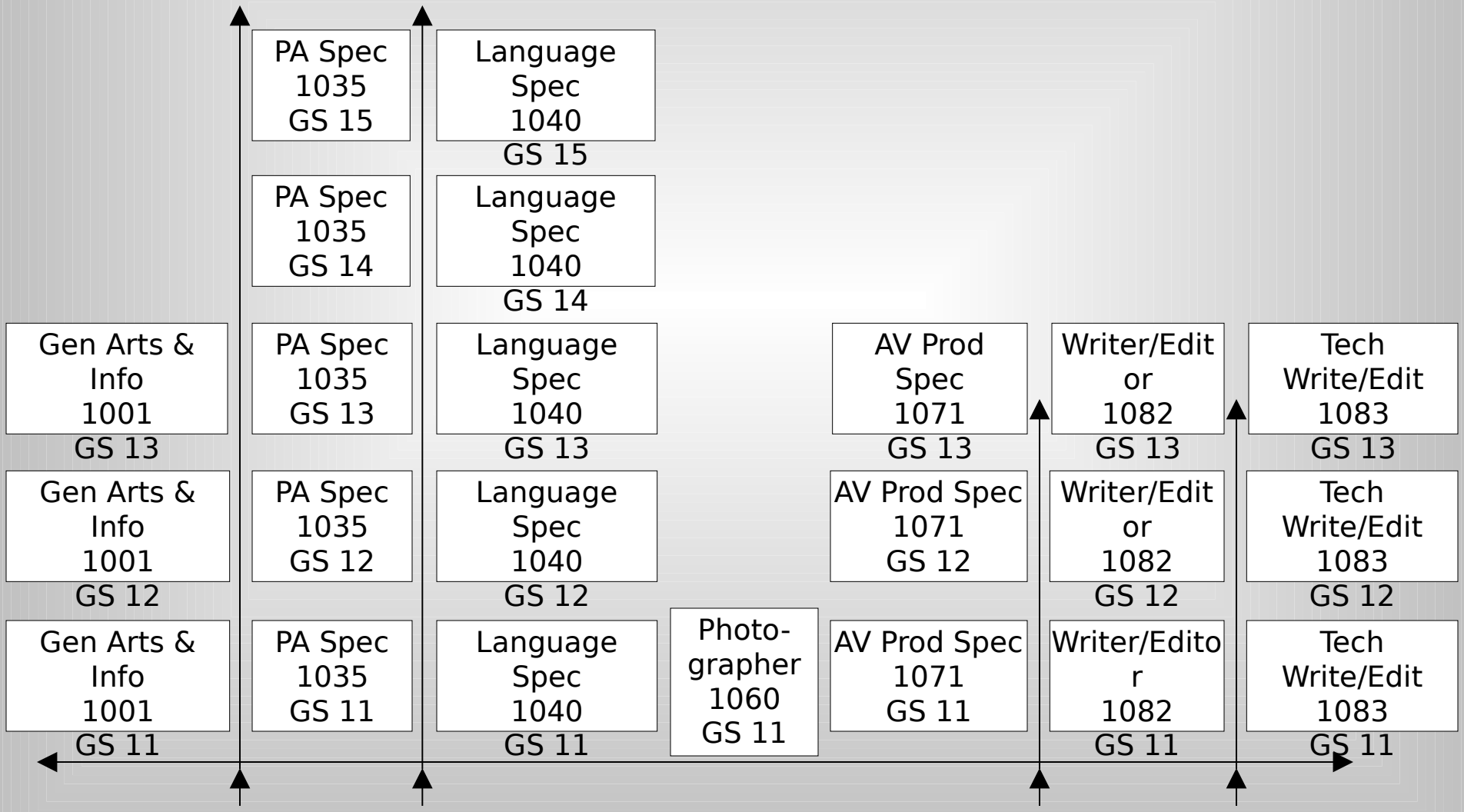
Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

Click on a position that interests you to discover career possibilities, requirements, and qualifications.

*All information based on OPM Standards

GS 4-9


PA Spec 1035 GS 15
Language Spec 1040 GS 15
PA Spec 1035 GS 14
Language Spec 1040 GS 14
Gen Arts & Info 1001 GS 13
PA Spec 1035 GS 13
Language Spec 1040 GS 13
AV Prod Spec 1071 GS 13
Writer/Editor 1082 GS 13
Tech Write/Edit 1083 GS 13
Gen Arts & Info 1001 GS 12
PA Spec 1035 GS 12
Language Spec 1040 GS 12
AV Prod Spec 1071 GS 12
Writer/Editor 1082 GS 12
Tech Write/Edit 1083 GS 12
Gen Arts & Info 1001 GS 11
PA Spec 1035 GS 11
Language Spec 1040 GS 11
Photo-grapher 1060 GS 11
AV Prod Spec 1071 GS 11
Writer/Editor 1082 GS 11
Tech Write/Edit 1083 GS 11

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1035 Requirements

Previous

GS 5-9

GS 11-13

Qualifications

Recommended Training

Titles: *Supervisory Public Affairs Specialist, Public Affairs Specialist*

-Work involves administering, supervising, or performing work involved in establishing and maintaining mutual communication between internal and external sources.
-Ability to advise management on policy formulation, and effective communication mechanisms and me[illegible]s.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you an idea of the requirements for a job in this series:

Skill Level I (Grade Level 5-9)
-Knowledge of communication principles, methods and techniques in order to apply this to the development of public affairs campaigns that convey information to selected audiences interested in or affected by Marine Corps programs.
-Ability to interact and deal with a variety of individuals including news media representatives, state and local government officials, and Marine Corps program managers.
-Ability to analyze programs and identify the characteristics of target audiences and determine the most effective communication techniques to use in reaching the public.
-Ability to present information orally in a logical and clear manner to explain programs, projects or activities to individuals.

Skill Level II (Grade Level 11-13)
In addition to Level I skills, positions at this level require:
-Mastery of the principles, methods, practices and techniques of communication to function as the Marine Corps' technical authority.
-Ability to develop written materials to convey information concerning complex programs and functions to publics having diverse levels of understanding of the Marine Corps' programs and activities.
-Ability to respond orally to criticism of the Marine Corps' functions or performance to logically and effectively explain programs, functions and activities and gain understanding of the Marine Corps' efforts by concerned individuals.
-Ability to establish and maintain effective working relationships with individuals and groups interested in or affected by programs.
-Ability to evaluate the effectiveness of the public affairs program, analyze feedback from the media and general public, and develop recommendations to improve internal operations and enhance the overall public affairs program.

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1035 Education and Experience Qualifications

Previous
GS 5-9
GS 11-13
Recommended Training
Requirements
Continued

GS-5 or 6: 4-year course of study leading to a bachelor's degree OR general experience of 3 y
1 year of which was equivalent to at least GS-4.

GS-7: 1 full year of graduate level education or superior academic achievement . Or specialized
experience of 1 year equivalent to at least GS-6.

GS-9: Master's or equivalent graduate degree or 2 full years of progressively higher level gradu
education leading to such a degree or LL.B. or J.D., if related OR specialized experience of 1 year
equivalent to at least GS-7

GS-11: Ph.D. or equivalent doctoral degree, or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR specialized experience of 1 year equivalent to at least GS-9.

GS-12 or 13: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR specialized experience of 1 year equivalent to at least next lower grade level.

Undergraduate Education: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements in Section IV-B that specify that applicants must, in general, (1) have specific course work that meets the requirements for a major in a particular field(s), or (2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

Superior Academic Achievement: The superior academic achievement provision is applicable to all occupations covered by this standard. See the "General Policies and Instructions" for specific guidance on applying the superior academic achievement provision.

OR

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1035 Education and Experience Qualifications

Previous
GS 5-9
GS 11-13
Recommended Training
Requirements

Graduate Education: Education at the graduate level in an accredited college or university in amounts
shown in the table meets the requirements for positions at GS-7 through GS-11. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended. For certain positions covered by this standard, the work may be recognized as sufficiently technical or specialized that graduate study alone may not provide the knowledge and skills needed to perform the work. In such cases, agencies may use selective factors to screen out applicants without actual work experience.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 year of appropriate specialized experience are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Combination of Education and Experience: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades GS-9 and GS-11. (When crediting education that requires specific course work, prorate the number of hours of related courses required as a proportion of the total education to be used).

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1035 Recommended Training

Previous
GS 5-9
GS 11-13
Qualifications
Requirements

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Electronic Design on the Web
Intro to Journalism
Writing for the News Media
Intro to Interpersonal Communication
Fundamentals of Oral Communication
Oral Interpretation
Small Group Discussion
Intercultural Communication
Intro to World Wide Web Publishing

COURSES

Advanced Briefing Techniques
Briefing Techniques
Speaking with Confidence Confidence
Basic Communication Skills
Communicating for Results
Effective Writing
Intro to Speechwriting
Interpersonal Skills
Building Better Work Relationships: New Techniques For Results-oriented Communication
Dynamic Listening Skills for Successful Communication
Strategies for Developing

SUPPLEMENTAL COURSES (SOFT SKILLS)

Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
E-Mail Etiquette and Efficiency

Interpersonal Communications

Listening and Memory Development

Creative Problem Solving

Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities

Time Management: What Matters Most
Frontline Customer Service

Beat Burnout: Renew Your Enthusiasm

Positive Approaches to Difficult People

Gaining Confidence in Using English and Grammar I
Idioms in Everyday Use
Writing for Government and Business
Writing Sentences and Paragraphs Effectively
Clarifying Words that Confuse
Report Writing
Intermediate Editing: Principles and Practices
Introduction to the Editing Process
Better Letters
Mastering Information Overload: Speed Reading and Memory

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1060 Requirements

Previous
GS 5-9
GS 11-13
Qualifications
Recommended Training

Title:
-Photographer

-Work involves supervising or performing work in operating still, television (video), or motion picture cameras, and in processing photographic film and negatives.
-In addition to knowledge of the equipment, techniques, and processes of photography; (1) working knowledge of the subject matter to be photographed; and/or (2) artistic ability in selecting, arranging, and lighting subjects or in processing work.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you an idea of the requirements for a job in this series:

Skill Level I (Grade Level 4-5)
-In camera work, knowledge of basic photographic composition in positioning subjects, arranging backgrounds, and selecting camera angles and views to achieve aesthetically pleasing results.
-Knowledge of the capabilities, limitations, compatibilities, and operation of a variety of standard and specialized cameras, including electronic still imaging, and accessories, including different films, filters, diffusers, lenses, and lights.
-In processing work, knowledge of developing, copying, and printing processes and skill in operating a variety of manual and automatic photographic laboratory equipment to assess the condition of source materials, make requisite adjustments in processing methods, and apply processing and printing quality control procedures.

Skill Level II (Grade Level 7-8)
In addition to Level I skills, positions at this level require the following:
- In camera work, knowledge of the capabilities and limitations of specialized photographic equipment, films, and processes to adapt equipment to compensate for physical stresses and special wiring requirements.
-Knowledge of specialized photography requirements, such as high-speed cameras, special films, wired or photoelectric triggering mechanisms, or other specialized equipment or techniques to complete assignments requiring unusually high degrees of detail, critical timing, or critical focus.

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1060 Education and Experience Qualifications

Previous
GS 5-9
GS 11-13
Recommended Training
Requirements

GS-4: High school graduation or equivalent OR general experience OR 1 year at next lower gra

GS-5: 2 yrs above high school with 6 semester hours of related courses OR general experience xt lower grade.

GS-7-8: 1 full year of graduate level education or superior academic achievement OR specializ experience of 1 yr equivalent to at least next lower grade level in the normal line of progressio

General Experience (for positions at GS-5 and below): Experience in operating camera and/or processing equipment. Such experience may have been gained in (1) operating still cameras, copy cameras, motion picture cameras, video camcorders, or other types of camera equipment that involved arranging lighting and composition, (2) developing and printing film or negatives, or (3) a combination of both

Specialized Experience (for positions at GS-6 and above): Experience in operating standard and specialized camera and film processing equipment related to the position to be filled. Knowledge of the subject-matter being photographed may also be required for some positions. For positions that require a high degree of artistic or creative ability, samples of work or other suitable evidence of technical competence may be required. Unpaid experience that is pertinent should be credited based upon its relevance to the work of the particular position to be filled.

Education (for positions at GS-5 and below): Major study-- photography, or other fields related to the position. Training in photography at a vocational school or technical institute above the high school level is creditable as general experience on a month for month basis.

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1060 Recommended Training

Previous
GS 5-9
GS 11-13
Qualifications
Requirements

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Digital Imaging with Photoshop 2
Photography 1 & 2
Techniques of Photographic Lighting
Intro to Computer Graphics
Intro to Digital Multimedia Design
Electronic Design on the Web
Special Topics: Macromedia Flash

COURSES

Writing for the News Media
Intro to World Wide Web Development
Publishing
Research and Presentations Development
Problem Solving
Media Presentation and Display
Layout/Design with Adobe Illustrator Photography 1 & 2
English Grammar and Usage
Grammar and Punctuation
Basic Communication Skills
Communicating for Results
Interpersonal Skills
Interpersonal Communications
Effective Writing Principles and Practices
Building Better Work Relationships: New Techniques For Results-oriented Communication
Dynamic Listening Skills for Successful Communication
Oral Interpretation
Strategies for Developing Effective Presentation Skills

SUPPLEMENTAL COURSES (SOFT SKILLS)

Effective Writing for Professionals
Expansion of Vocabulary Knowledge
Gaining Confidence in Using English and Grammar I
Legal Writing
Writing for Government and Business
Writing Sentences and Paragraphs Effectively
Clarifying Words that Confuse
Report Writing
Intermediate Editing: Principles and Practices
Introduction to the Editing Process
Better Letters
Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
E-Mail Etiquette and Efficiency
Listening and Memory Development
Creative Problem Solving
Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities
Time Management: What Matters Most
Frontline Customer Service
Positive Approaches to Difficult People
Stress Management
Reading Comprehension
Fundamentals of Writing
Punctuate for Clarity
Put it in Writing
Spelling
Think Critically – Write Clearly
Expansion of Vocabulary Knowledge I
Idioms in Everyday Use
Successful Meeting Planning
Projecting a Positive Professional Image

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1071 Requirements

Previous

GS 5-9

GS 11-13

Qualifications

Recommended Training

Titles: *Audiovisual Production Specialist, Producer, or Director*

-Supervise or perform work in the production of videotaped and live television programs; live and prerecorded radio broadcasts; motion picture films; broadcast type closed circuit teleconferences; and other similar productions, such as slide shows with sound accompaniments.
-Ability to plan, organize, and direct the work of other associated technical personnel to produce, select, and arrange the actions, sounds, and visual effects required for the finished production.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you an idea of the requirements for a job in this series:

Skill Level I (Grade Level 5-9)
-Knowledge of the processes, methodologies, personnel, equipment, and related requirements involved in planning and carrying out the steps necessary to produce audiovisual productions, develop production schedules, coordinate staff activities, and make normal kinds of administrative and logistical arrangements.
-Knowledge of commonly used sources of audio-visual talent and special effects for a completed audiovisual production.
-Knowledge of program objectives and directing skills to direct the production activities of a small television production crew and cast, in operating standard radio broadcast and recording equipment, or composing and directing prerecorded programs that consist largely of voice narration and involve minimal rehearsal or special visual, sound, or dramatic effects.

Skill Level II (Grade 11-12) In addition to Level 1 skills, positions at this level require:
-Knowledge of a wide range of principles, practices, methods, and techniques for communicating information through audiovisual mean (television and radio, broadcast and production).
-Knowledge of contracting procedures and legal requirements.

Skill Level III
-Mastery knowledge of methods, techniques, and practices associated with the development of original television or motion picture productions, and skill in applying this knowledge to the design of highly complex, large-scale projects.
-Knowledge of the most recent advancements in the fields of video or motion picture technology and of the range and level of sophistication of national or international viewing habits.

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1071 Education and Experience Qualifications

which was equivalent to at least GS-4.

GS-7: 1 full year of graduate level education or superior academic achievement OR specialized experience of 1 year equivalent to at least GS-5.

GS-9: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR specialized experience of 1 year equivalent to at least GS-7.

GS-11-12: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR specialized experience of 1 year equivalent to next lower grade level.

Undergraduate and Graduate Education: Major study--photography, radio or television production, motion picture production, or other fields related to the position.

Advanced training in a vocational school, technical institute, or art institute above the high school level in one of the fields listed above is creditable as general experience on a month-for-month basis.

OR

General Experience for GS-5 positions): Work that demonstrates the skills and creativity needed to use the tools or equipment associated with the work. Because talent and creative ability are vital to successful work performance, samples of work or other suitable evidence of technical competence may be required. Unpaid experience that is pertinent should be credited based upon its relevance to the work of the particular position to be filled. To be qualifying, the work must have provided a general knowledge of the fields of radio, movie, television, and/or audio-visual communication.

Specialized (for positions above GS-5): Experience in the actual type of work for which application is made. Unpaid experience is creditable, provided the work. Done was of a quality level and demonstrated the ability required for the position. This includes work directly connected with the production aspects of the field(s) of the position to be filled.

Previous
GS 5-9
GS 11-13
Recommended Training
Requirements
Continued

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1071 Education and Experience Qualifications

Previous
GS 5-9
GS 11-13
Recommended Training
Requirements

Undergraduate Education: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 sem hours or 45 quarter hours.

Superior Academic Achievement: The superior academic achievement provision is applicable to all occupations covered by this standard. See the "General Policies and Instructions" for specific guidance on applying the superior academic achievement provision.

Combining Education and Experience: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades GS-9 and GS-11. (When crediting education that requires specific course work, prorate the number of hours of related courses required as a proportion of the total education to be used.)

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1071 Recommended Training

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Media Materials and Processes
Intro to Audio and Presentation Media
Intro to Graphic Arts
Basic Video Production
Intermediate Video Production
Digital Imaging with Photoshop 1 & 2
Animation
Techniques of Photographic Lighting
Intro to Computer Graphics
Desktop Video with Adobe Premiere
Intro to Digital Multimedia Design

COURSES

Project Planning and Development
Electronic Design on the Web
Research and Presentations
Intro to World Wide Web Development
Publishing
Problem Solving
Media Presentation and Display
Layout/Design with Adobe Illustrator Photography 1 & 2
English Grammar and Usage
Grammar and Punctuation
Basic Communication Skills
Communicating for Results
Interpersonal Skills
Interpersonal Communications
Building Better Work Relationships: New Techniques For Results-oriented Communication
Dynamic Listening Skills for Successful Communication
Oral Interpretation
Strategies for Developing Effective Presentation Skills
Effective Writing Principles and Practices

SUPPLEMENTAL COURSES (SOFT SKILLS)

Effective Writing for Professionals
Expansion of Vocabulary Knowledge
Gaining Confidence in Using English and Grammar I
Legal Writing
Writing for Government and Business
Writing Sentences and Paragraphs Effectively
Clarifying Words that Confuse
Report Writing
Intermediate Editing: Principles and Practices
Introduction to the Editing Process
Spelling
Better Letters
Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
E-Mail Etiquette and Efficiency
Listening and Memory Development
Creative Problem Solving
Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities
Time Management: What Matters Most
Frontline Customer Service
Positive Approaches to Difficult People
Stress Management
Reading Comprehension
Fundamentals of Writing
Punctuate for Clarity
Put it in Writing
Think Critically – Write Clearly
Expansion of Vocabulary Knowledge I
Idioms in Everyday Use
Successful Meeting Planning
Projecting a Positive Professional Image
Effective Presentation Skills for Technical Professionals

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1082 Requirements

Previous
GS 5-9
GS 11-13
Qualifications
Recommended Training

Titles: *Writer, Editor, or Writer / Editor*

-Work involves writing and editing materials, such as reports, regulations, articles, newsletters, magazines, news releases, training materials, etc.
-Knowledge and the acquisition of information on a variety of subjects in the course of completing assignments and the development, analysis, and selection of appropriate information and presentation the information in a form and at a level suitable for the intended audience.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you an idea of the requirements for a job in this series:

Skill Level I (Grade Level 2-9)
-Skill in copy editing scholarly books and in recognizing errors and how to rectify them.
-Knowledge of the University Chicago Manual of Style, the GPO Style Manual, the Marine Corps' Style Manual, and generally accepted writing and editing practices.
-Knowledge of American history in general and US Marine Corps history in particular with an ability to interpret the importance of facts and to obtain accurate information.
-Knowledge of word processing and ability to operate a computer utilizing the word processing program in use by the Center.
Ability to present facts, ideas, and concepts cogently and completely.
-Knowledge of the intended audiences for publications.

Skill Level II (Grade Level 11-12)
In addition to Level I skills, positions at this level require the following:
-Ability to write, rewrite or edit complex reports, articles, news stories and releases, which are to appear in publications, reports, periodicals, speeches or the press.
-Ability to acquire information about different subjects and to analyze, select, and present the information in a form suitable for the intended audience.
-Ability to determine the adequacy of publications and articles prepared by others in the organization and recognize serious deficiencies in such aspects as presentation of concepts, illogical development of ideas, or unsuitable treatment of subject matter in terms of the audience for which they are designed.

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1082 Education and Experience Qualifications

Previous
GS 5-9
GS 11-13
Recommended Training
Requirements

GS-2: High school graduation or equivalent OR general experience of 3 mos.

GS-3: 1 yr above high school in any field of study OR general experience of 6 months.

GS-4: 2 yrs above high school with 6 semester hours of related courses OR general experience of 1 year.

GS-5-6: 4 yrs above high school leading to a bachelor's degree with major study or 24 semester hours of course work in a related field OR specialized experience of 1 equivalent to GS-4.

GS-7: 1 full academic year of related graduate level education or superior academic achievement OR specialized experience of 1 yr equivalent to at least GS-5/6.

GS-9: 2 full academic years of progressively higher level graduate education or master's or equivalent graduate degree related to the position OR specialized experience of 1 yr equivalent to at least GS-7.

GS-11-12: 2 full academic years of progressively higher level graduate education or master's or equivalent graduate degree related to the position OR specialized experience of 1 yr equivalent to at least next lower grade level in normal line of progression.

Undergraduate and Graduate Education: For GS-3 positions, education may have been in any field of study. For positions at GS-4 and above, related course work is required (I.e.,art, history, museum studies, scientific subjects, or other)

General Experience (for GS-4 and below): Experience using the tools, techniques, procedures, or methods related to the operation of a museum or similar collection, or to the handling, storage, care, protection, or record keeping of such a collection.

Specialized Experience (for GS-5 and above): Experience related to the operation or management of a museum or similar collection of valuable objects (examples of qualifying specialized experience include collections management, registration, cataloging, research, preservation, restoration, or conservation of collections of museum material) or other experience related to the position to be filled.

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1082 Recommended Training

Previous
GS 5-9
GS 11-13
Qualifications
Requirements

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Effective Writing
Technical Writing
Proofreading
Grammar and Usage Workshop
Communications
Speech
Writing
English
Research and Methodology
Investigative Research and Analysis
Essentials of Writing
Report Writing
Plain Language

COURSES

Project Planning and Development
Research and Presentations Development
Problem Solving
Media Presentation and Display
Layout/Design with Adobe Illustrator Photography 1 & 2
English Grammar and Usage
Grammar and Punctuation
Basic Communication Skills
Communicating for Results
Interpersonal Skills
Interpersonal Communications
Building Better Work Relationships: New Techniques For Results-oriented Communication
Dynamic Listening Skills for Successful Communication
Oral Interpretation
Strategies for Developing Effective Presentation Skills
Effective Writing Principles and Practices

SUPPLEMENTAL COURSES (SOFT SKILLS)

Effective Writing for Professionals
Expansion of Vocabulary Knowledge
Gaining Confidence in Using English and Grammar I
Legal Writing
Writing for Government and Business
Writing Sentences and Paragraphs Effectively
Clarifying Words that Confuse
Report Writing
Intermediate Editing: Principles and Practices
Introduction to the Editing Process
Better Letters
Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
E-Mail Etiquette and Efficiency
Listening and Memory Development
Creative Problem Solving
Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities
Time Management: What Matters Most
Frontline Customer Service
Positive Approaches to Difficult People
Stress Management
Reading Comprehension
Fundamentals of Writing
Punctuate for Clarity
Put it in Writing
Spelling
Think Critically – Write Clearly
Expansion of Vocabulary Knowledge I
Idioms in Everyday Use
Successful Meeting Planning
Projecting a Positive Professional Image

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1087 Requirements

Previous
GS 5-9
GS 11-13
Qualifications
Recommended Training

Title:
-Editorial Assistant or Editorial Clerk

-Work involves editorial support work in preparing manuscripts for publication and verifying factu information in them.
-Work includes editing manuscripts for basic grammar and clarity of expression as well as markin opy for format. These positions require skill in using reference works to verify information and knowledge of grammar, punctuation, spelling, and good English usage.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you an idea of the requirements for a job in this series:

Skill Level (Grade Level 5-7)
-Knowledge or rules and examples of grammatical construction of sentences, requirements of punctuation, spelling and division of words
-Ability to edit, prepare format or and/or proofread manuscripts.
-Ability to compare the proof with the marked copy.
-Knowledge of extensive familiarity with terminology, format and clarity of expression to assist in preparing manuscripts.
-Ability to read through text to locate disagreements between text and charts, tables and other graphics.
-Skill in organizing paragraphs and/or manuscripts in a clear and concise manner.
-Knowledge of organization specifications and procedures for preparing guidelines, manuals and other similar materials outlining publication styles and methods of presentation.

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1087 Education and Experience Qualifications

Previous
GS 5-9
GS 11-13
Recommended Training
Requirements

GS-5: 4 yrs above high school OR general experience of 2 yrs OR 1 yr specialized experience.

GS-7: Experience that has equipped the applicant with the particular knowledge, skills, and ab
OR specialized experience of 1 year equivalent to at least GS-5.

General Experience: Progressively responsible clerical, office, or other work that indicates abilty to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.
Applicants who have the 1 year of appropriate specialized experience, as indicated are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Civilian Community of Interest – Media and Public Relations

Information and Communication Career Paths

1087 Recommended Training

Previous
GS 5-9
GS 11-13
Qualifications
Requirements

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Media Materials and Processes
Intro to Computer Graphics
Digital Imaging with Photoshop
Introduction to Graphic Arts
Introduction to Audio and Presentation Media
Technical Writing and Referencing

COURSES

Project Planning and Development
Research and Presentations Development
Problem Solving
Media Presentation and Display
Layout/Design with Adobe Illustrator Photography 1 & 2
English Grammar and Usage
Grammar and Punctuation
Basic Communication Skills
Communicating for Results
Interpersonal Skills
Interpersonal Communications
Building Better Work Relationships: New Techniques For Results-oriented Communication
Oral Interpretation
Dynamic Listening Skills for Successful Communication
Strategies for Developing Effective Presentation Skills
Effective Writing Principles and Practices

SUPPLEMENTAL COURSES (SOFT SKILLS)

Effective Writing for Professionals
Expansion of Vocabulary Knowledge
Gaining Confidence in Using English and Grammar I
Legal Writing
Writing for Government and Business
Writing Sentences and Paragraphs Effectively
Clarifying Words that Confuse
Report Writing
Intermediate Editing: Principles and Practices
Introduction to the Editing Process
Better Letters
Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
E-Mail Etiquette and Efficiency
Listening and Memory Development
Creative Problem Solving
Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities
Time Management: What Matters Most
Frontline Customer Service
Positive Approaches to Difficult People
Stress Management
Reading Comprehension
Fundamentals of Writing
Punctuate for Clarity
Put it in Writing
Spelling
Think Critically – Write Clearly
Expansion of Vocabulary Knowledge I
Idioms in Everyday Use
Successful Meeting Planning
Projecting a Positive Professional